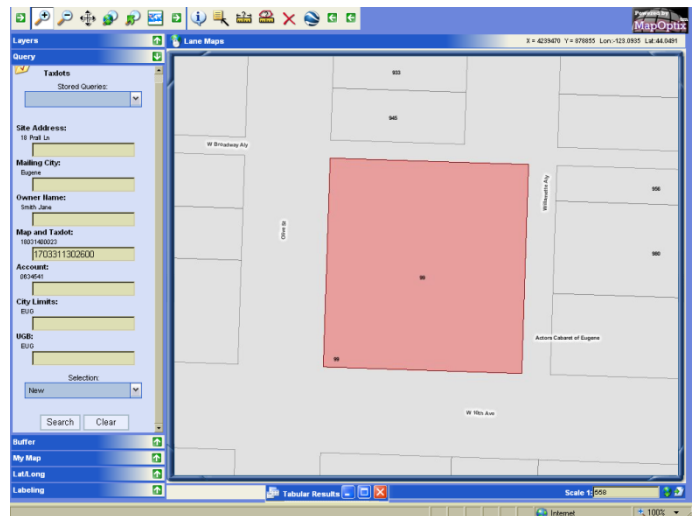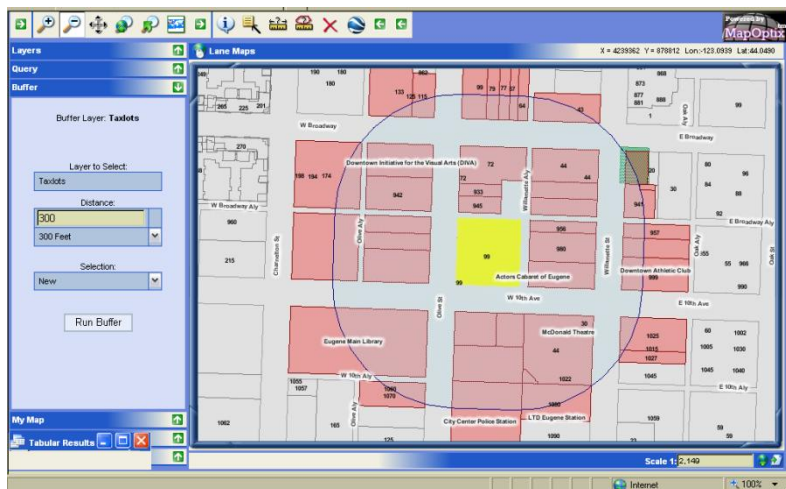Creating a mailing list (with a subscription to RLID):

1. Log into RLID: http://v2.rlid.org/
2. Choose **Lane Maps** from the menu on the left
3. Select **Query**
4. Enter **Map & Tax Lot**. Click search. This must be a 13 digit number (for example – 1703311302600)
5. Choose **Buffer** from the menu, enter 300 in the **distance field** then choose **Run Buffer**

6. From the resulting table you can use the buttons at the top of the window to: Download to Excel, Create a .pdf or generate mailing labels directly from this table. When creating mailing labels directly from this table, all duplicate records will be removed. You will notice, however that the slightest difference in name or address will cause an address to remain. For example: City of Eugene may be included in your label set twice if the address in one record is 99 W 10th and the address in a second record is 99 West 10th. These sorts of duplicate records do not each need a notice of your meeting.
   a. In the **Name** dropdown box, choose **Owner Name**
   b. In the **Address** dropdown box, choose **Owner Address**
   c. In the **City/State/Zip** dropdown box, choose **Owner city state zip**
   d. Choose the type of labels you would like to use
   e. Click **Generate Labels**

**These mailing lists may also be obtained from your title company. Contact your title company directly for more information regarding their services.